

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide **3** paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by **1:00 p.m. on April 1, 2005**. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, **Operations Contract Support**
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, **Operations Contract Support**
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its

contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$25,000/\$100,000.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

SCOPE OF SERVICES FOR “AS-NEEDED” CONSTRUCTION ENGINEERING CONSULTANT SERVICES

PROJECT LOCATION: Little Prairie Hunt Club Wetland Mitigation Bank, Spaulding Township, Saginaw County

CONTROL SECTION, JOB NUMBER: 73051-72911A

DESCRIPTION OF WORK: Provide construction inspection assistance for the construction of 102.49 acre wetland mitigation site including earth berm, controlled outfall, seeding and plantings.

I. Primary Prequalification Classification:

Wetland Design
Technical Assistance
Landscape Architecture

The anticipated construction start date of the service is July 5, 2005.

The anticipated construction completion date for the service is September 30, 2005.

II. Project Engineer Manager Designation / Description of Work

- A. Louis J. Taylor, P.E.
2590 East Wilder Road
Bay City, MI 48706
Phone (989) 671-1555
Fax (989) 671-1530
Email: taylorl7@michigan.gov
- B. Provide inspection for the construction of a wetland mitigation bank which may include office work to close project out (“finaling”) after construction. The inspector shall work under the direction of the Project Engineer Manager.

III. General

- A. This Scope of Services consists of performing to the satisfaction of the Department all inspection services necessary to complete the contract for the Little Prairie Hunt Club Wetland Mitigation Bank, in accordance with MDOT specifications, publications, and accepted practices. The wetland mitigation site is to be approved by the Michigan Department of Environmental Quality so it is important that this work be done in close conformance with the plans.
- B. The Consultant’s principal contact with the Department shall be through the designated Project Engineer Manager.
- C. The Consultant agrees to demonstrate the knowledge and performance in compliance with the standard construction practices of the Department; the project specific construction contracts, proposal, and plans; the Standard

Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Sampling Guide; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

- D. Since the Services described herein are financed in whole or in part with Federal or State funds, the Services shall comply with all applicable Federal and State laws and regulations.
- E. This solicitation may result in selection of inspection services from one firm.

IV. Inspection Services to be Performed by the Consultant

- A. Provide full time experienced inspection services for the Little Prairie Hunt Club Wetland Mitigation Bank. The inspector assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project's construction.
- B. Provide, to the satisfaction of the Department, inspection services required for the construction of a wetland mitigation bank including inspection of grading, wildlife habitat structures, plantings and forested, scrub-shrub and emergent wetland types. Perform all reporting, measurement, computation, and documentation required by the Specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals required for the inspection of the aforementioned project, and as directed by the Project Engineer Manager.
- C. That all work under this Agreement will be performed in compliance with the contract documents and the standard practices of the Department. Sampling frequencies for inspection and testing will be as prescribed by the Specifications, proposal, MDOT Materials Sampling Guide and other applicable references, guidelines, procedures manuals and instruction furnished by the Department or as directed by the Project Engineer Manager, and no variation will be permitted except on written order of the Department.
- D. The inspectors will immediately bring to the attention of the Project Engineer Manager the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Engineer.
- E. The inspector will accurately report, measure, compute, and document all quantities of items of work and all inspection in accordance with the Specifications, plans, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

- F. The inspector shall provide their own transportation to, from, and on the project site to perform the services outlined herein.
- G. The inspector shall provide lap top computers (or equivalent) with Field Manager and/or Field Book software and produce all daily inspection reports in this format. The inspector shall deliver all inspection reports to the Project Engineer Manager's field office daily unless other arrangements are made.
- H. The inspector shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.
- I. The inspector shall attend all project related meetings, when directed by the Project Engineer Manager.
- J. The Consultant shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.
- K. All overtime for the Consultant must be authorized by the Project Engineer Manager prior to the start of the work by the Consultant.
- L. The Consultant shall return to the Project Engineer Manager at the completion of this Agreement any and all project specific materials furnished to the Consultant by the Project Engineer Manager.
- M. The Consultant shall be responsible for any errors that occur on the project due to an inspection error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to an inspection error on the project by one of their employees. At such time the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error. Once final costs are received from the Contractor for the additional work to rectify the problem, MDOT will forward a copy to the consultant for reimbursement.
- N. The inspector shall be certified as a Soil Erosion & Sedimentation Control and Storm Water Operator.

V. Services to be Performed by the Department

- A. The Project Engineer Manager shall determine if an error or omission has occurred. The Project Engineer Manager will notify the Consultant in writing within 10 business days of the error or omission.

- B. The Project Engineer Manager shall furnish to the inspectors all project specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/ or data as deemed necessary by the Project Engineer Manager for the services required herein.

VI. Consultant Payment

- A. All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.
- B. Payment to the Consultant for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.
- C. Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.
- D. Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal